Time Entry Overview

All employees impacted by the BEACON system may be categorized into one of three time entry groupings:

- **Positive time / Actual pay:** This means the employee must record all hours, including hours worked and leave. Failure to record time will result in the employee not being paid. Employees may enter time via Employee Self Service (ESS), a paper timesheet, or an agency-specific time interface. **Note:** This method of time capture applies to *all temporary employees*, regardless of what agency that employee works for. It is important to be aware that all temporary employees must enter time in order to receive payment. All temporary employees will be paid on a bi-weekly basis and will receive pay two weeks (one pay cycle) after each timesheet has been submitted and approved following the end of the pay cycle.

- **Positive time / Exception pay:** This means the employee must enter all of his time worked, as well as any absence or leave time used. The employee will continue to receive pay normally unless exceptions are entered into the system. Employees may record their time and absences using ESS, a paper timesheet, or an agency-specific time interface. **Note:** *All* employees that are subject to FLSA fall into this category.

- **Negative time:** An employee must only record variations from his normal schedule, such as leave taken.

Weekly Time Entry

All employees are strongly encouraged to enter time on a weekly basis. This is recommended even if you have a monthly pay period or your agency does not require weekly time entry. There are a number of benefits that will work in your favor if you enter your time weekly:

- Employees will receive premium pay sooner. Once your time is entered and approved, premium pay will be paid out in the next available payroll.

- You will accrue leave on a more accurate and timely basis.

- Your time statements and quota overviews will be up-to-date instead of reflecting an old balance because your time hasn't been updated.

Please see your manager or HR representative to be sure you know your agency's policy on how often you should enter time.

BEACON Attendance/Absence (A/A) Types

A/A Types	Description	A/A Types	Description
9000	Approved Leave	9517	On-Call
9200	Sick Leave	9540	Other Management Approved Leave
9300	Holiday Leave	9545	Adverse Weather
9400	Leave Without Pay	9550	Civil Leave – Jury Duty
9500	Time Worked	9560	Community Service Leave
9510	Additional Time Worked	9565	Community Service Tutoring
9511	Remote Callback	9570	Educational Leave
9512	Adverse Weather Make-Up	9620	Military Training Leave
9514	Work During Emergency Closing	9680	Worker's Comp Leave
9515	Travel Time 1X	9685	Injury Leave
9516	Callback		

All agencies may use up to two decimal places (1/100th increments) to record time. By adopting the smallest common increment, each agency will be able to manage time to the preferred level of granularity.
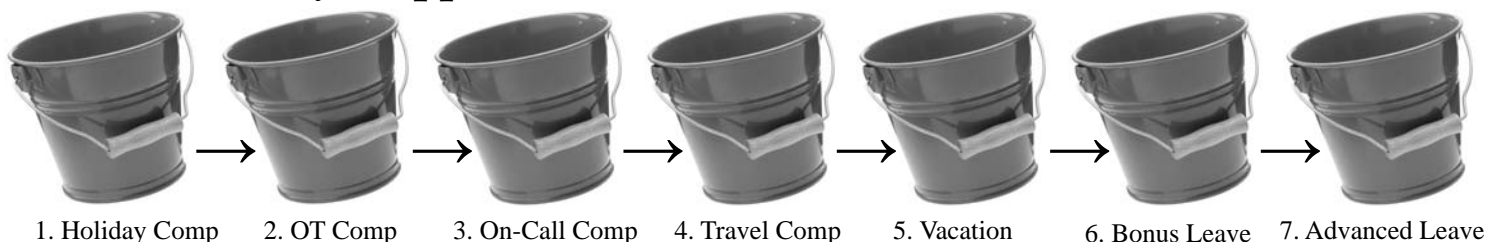
BEACON Minutes/Decimals Conversion for Time Entry

Minutes	Decimals	Minutes	Decimals	Minutes	Decimals	Minutes	Decimals
1	0.02	16	0.27	31	0.52	46	0.77
2	0.03	17	0.28	32	0.53	47	0.78
3	0.05	18	0.3	33	0.55	48	0.8
4	0.07	19	0.32	34	0.57	49	0.82
5	0.08	20	0.33	35	0.58	50	0.83
6	0.1	21	0.35	36	0.6	51	0.85
7	0.12	22	0.37	37	0.62	52	0.87
8	0.13	23	0.38	38	0.63	53	0.88
9	0.15	24	0.4	39	0.65	54	0.9
10	0.17	25	0.42	40	0.67	55	0.92
11	0.18	26	0.43	41	0.68	56	0.93
12	0.2	27	0.45	42	0.7	57	0.95
13	0.22	28	0.47	43	0.72	58	0.97
14	0.23	29	0.48	44	0.73	59	0.98
15	0.25	30	0.5	45	0.75	60	1

Leave Offsetting

In the past, different agencies have handled leave off-setting in different ways. If an employee takes Monday off, but then works a full 40 hours between Tuesday and Friday, some agencies do not require the employee to take time off for Monday, while others do. The policy now states that leave is intended only to cover a gap between the number of hours an employee is expected to work in a week and the number of hours that employee actually works. Therefore, the employee in the example above will not be required by any agency to take leave for Monday as long as he has worked 40 hours between Tuesday and Friday.

Leave Hierarchy – Approved Leave

1. Holiday Comp → 2. OT Comp → 3. On-Call Comp → 4. Travel Comp → 5. Vacation → 6. Bonus Leave → 7. Advanced Leave

Note: Sick leave does not fall within the "vacation" leave hierarchy. There is no change in policy regarding sick leave; you will continue to accrue and take sick leave the same way you always have. If you deplete your sick leave, and require more time off, hours will be deducted first from voluntary shared leave and the from advanced sick leave (if approved).